



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Audit files

CUTOFF: EOSFY

DESCRIPTION: Audit files. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4205

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Contracts-State

CUTOFF: Length of contract

DESCRIPTION: Contracts-State

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4199

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Department of Natural Resources

CUTOFF: WSO

DESCRIPTION: Department of Natural Resources-agency file (Management operations, federal law and regulations, state statutes, program measures)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4207

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Departmental Publications (Monthly)

CUTOFF: WSO

DESCRIPTION: Departmental Publications (Monthly)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4211

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: EDP - Personnel Information

CUTOFF: WSO

DESCRIPTION: EDP - Personnel Information

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4172

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Employee applications file

CUTOFF: EOCY

DESCRIPTION: Employee applications file

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4169

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Employee Payroll File

CUTOFF: EOSFY

DESCRIPTION: Employee Payroll File - Inactive

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4177

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992

TITLE: Financial Reports and Analyses - Internal and Other Funds

CUTOFF: EOSFY

DESCRIPTION: Financial Reports and Analyses - Internal and Other Funds. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4183

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992

TITLE: Grant Documents

CUTOFF: EOFFY

DESCRIPTION: Grant Documents. Federal audit

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4185

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Grant Financial Reports - External

CUTOFF:EOFFY

DESCRIPTION: Grant Financial Reports - External. Federal audit.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4188

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Grant Reimbursement LOC Records

CUTOFF:EOFFY

DESCRIPTION: Grant Reimbursement LOC Records. Federal audit.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4189

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Hazardous Waste Remedial (0690) Fund Annual Statements

CUTOFF:EOCY

DESCRIPTION: Hazardous Waste Remedial (0690) Fund Annual Statements. Federal audit.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4191

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Indirect Cost Proposals and Agreements

CUTOFF: EOFFY

DESCRIPTION: Indirect Cost Proposals and Agreements. Federal audit.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4190

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992

TITLE: Leases

CUTOFF: Length of lease

DESCRIPTION: Leases

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4200

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992

TITLE: Ledgers and Reconciliations for Federal Type Funds-0140, 0649, 0667, 0669, 0696, 0551

CUTOFF: EOFFY

DESCRIPTION: Ledgers and Reconciliations for Federal Type Funds-0140, 0649, 0667, 0669, 0696, 0551. Federal audit.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4186

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Merit Certification file

CUTOFF:EOCY

DESCRIPTION: Merit Certification file-Original in Personnel Div. and at O.A. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4171

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Operation Budget File (Historic file FY 1979-1983)

CUTOFF:WSO

DESCRIPTION: Operation Budget File (Historic file FY 1979-1983)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4208

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Payroll requisitions

CUTOFF:EOSFY

DESCRIPTION: Payroll requisitions

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4202

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Position allocation file

CUTOFF: WSO

DESCRIPTION: Position allocation file

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4170

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Posting Reports and Information (T/A and EE)

CUTOFF: EOFFY

DESCRIPTION: Posting Reports and Information (T/A and EE). Federal audit.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4187

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Procurement Documents

CUTOFF: EOSFY

DESCRIPTION: Procurement Documents (S.A.M. Forms, Vendor files, and expense accounts)

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4196

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Property equipment inventory - Inactive

CUTOFF: EOSFY

DESCRIPTION: Property equipment inventory - Inactive. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4201

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Purchase Records: Cost Recovery

CUTOFF: EOSFY

DESCRIPTION: For old schedule 16-10. Not for new boxes.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22736

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2003

TITLE: Reference Material (books, catalogs, brochures

CUTOFF: WSO

DESCRIPTION: Reference Material (books, catalogs, brochures

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4210

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Revenue Bond Files

CUTOFF:EOCY

DESCRIPTION: Revenue Bond Files - Inactive

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4180

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992

TITLE: Revenue Transmittals - All Other Funds

CUTOFF:EOSFY

DESCRIPTION: Revenue Transmittals - All Other Funds. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4182

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992

TITLE: Revenue Transmittals Funds 0140, 0676, 0690

CUTOFF:EOSFY

DESCRIPTION: Revenue Transmittals Funds 0140, 0676, 0690

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4181

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: S.A.M. Reference File Profile Updates and correspondence relating to this.

CUTOFF: EOFFY

DESCRIPTION: S.A.M. Reference File Profile Updates and correspondence relating to this. Federal audit

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: CFA

SERIES: 4193

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: S.A.M. Reports

CUTOFF: EOFFY

DESCRIPTION: S.A.M. Reports. Federal audit. State audit. May be destroyed after completion of state audit if completed before end of retention period. Federal audit.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4197

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Spending Plan Information

CUTOFF: EOSFY

DESCRIPTION: Spending Plan Information. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4184

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: State Revolving Fund Statements (0649) Annual

CUTOFF:EOFFY

DESCRIPTION: State Revolving Fund Statements (0649) Annual. Federal audit.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: CFA

SERIES: 4192

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Training information files

CUTOFF:EOCY

DESCRIPTION: Training information files

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4175

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Vehicle Operating Reports - monthly

CUTOFF:EOSFY

DESCRIPTION: Vehicle Operating Reports - monthly. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4203

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Administrative Support

Sub-Section:

TITLE: Warrant requests

CUTOFF: EOSFY

DESCRIPTION: Warrant requests (Printouts from Commitment Accounting)

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4195

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992

TITLE: Worker's Compensation reports (copies)

CUTOFF: WSO

DESCRIPTION: Worker's Compensation reports (copies) Originals in Workmen's Compensation Agency

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4174

SERIES STATUS: Approved

APPROVAL DATE: 2/27/1992
